



THE UNIVERSITY OF RHODE ISLAND

DINING SERVICES



A Guide to Navigating Your Atrium Campus Connect Dining Portal

TO ADD FUNDS TO YOUR RAM ACCOUNT:

- Login to your Atrium Connect Dining Student Portal (connecturi.atriumcampus.com) using your SSO credentials.
- Select **"RAM ACCOUNT DEPOSIT"** from the lefthand menu.
- Scroll down to the amount dropdown and choose from one of the predefined amounts or select the **"OTHER AMOUNT"** option to enter a custom amount.
- Enter your email address.
- If you would like to store your payment information for future deposits, check the **"SAVE PAYMENT INFORMATION"** checkbox. If not, leave this unchecked.
- If you would like to set up automatic deposits (feature that triggers an automatic deposit if your account gets below a certain balance), check the **"ENABLE AUTOMATIC DEPOSIT"** checkbox. If not, leave this unchecked.
- Click the **"CONTINUE TO PAYMENT"** button. This will open a secure payment checkout page.
- Enter your payment information. Please note the following:
 - o We do NOT accept American Express payments.
 - o There is a \$3.00 transaction fee applied to all deposits.
- Click the **"PAY"** button.
- You should then receive a confirmation message as well as an emailed receipt if the transaction was successful. If your transaction was not successful, please double check that the details you entered were accurate and complete or try a different payment method before attempting another transaction.

TO CHECK YOUR ASSIGNED ACCOUNTS & BALANCES

- Login to your Atrium Connect Dining Student Portal (connecturi.atriumcampus.com) using your SSO credentials.
- Select **"ACCOUNT MANAGEMENT"** from the lefthand menu.
- Click **"BALANCES AND TRANSACTIONS"**
- This will display a list of all your currently assigned accounts, their balances, and a brief transaction history. If you'd like to see a more comprehensive transaction history for an account, you will need to follow the instructions below to pull an account statement.

TO PULL AN ACCOUNT STATEMENT

- Login to your Atrium Connect Dining Student Portal (connecturi.atriumcampus.com) using your SSO credentials.
- Select **"ACCOUNT MANAGEMENT"** from the lefthand menu.
- Click **"ACCOUNT STATEMENTS"**
- From the dropdown, choose the account you wish to view activity for.
- Select the statement period from the dropdown to view the account activity for the corresponding date range.
- Click **"VIEW STATEMENT"**
- This will display an account summary, and list of transaction activity for the selected statement period.

TO SET UP AUTOMATIC DEPOSITS:

Automatic Deposits are deposits that can be triggered and scheduled when your balance is low, or on a specific day of the week/month. To set up automatic deposits, you must first go to the **"RAM ACCOUNT DEPOSIT"** section to make an initial deposit using the instructions below.

- Login to your Atrium Connect Dining Student Portal (connecturi.atriumcampus.com) using your SSO credentials.
- Select **"RAM ACCOUNT DEPOSIT"** from the lefthand menu.
- Scroll down to the amount dropdown and choose from one of the predefined amounts or select the "other amount" option to enter a custom amount.
- Enter your email address.
- Check the **"SAVE PAYMENT INFORMATION"** checkbox.
- Check the **"ENABLE AUTOMATIC DEPOSIT"** checkbox.
- Click the **"CONTINUE TO PAYMENT"** button. This will open a secure payment checkout page.
- Enter your payment information. Please note the following:
 - o We do NOT accept American Express payments.
 - o There is a \$3.00 transaction fee applied to all deposits.
- Click the **"PAY"** button.
- You should then receive a confirmation message as well as an emailed receipt if the transaction was successful. If your transaction was not successful, please double check that the details you entered were accurate and complete or try a different payment method before attempting another transaction.

Once the initial deposit is successful, please follow the below instructions to configure your automatic deposit settings.

- Login to your Atrium Connect Dining Student Portal (connecturi.atriumcampus.com) using your SSO credentials.
- Select **"PERSONALIZE"** from the lefthand menu.
- Click **"AUTOMATIC DEPOSITS"**
- Confirm your Email and Payment Method are accurate.
- Set your Deposit Amount.
- Choose whether you want your automatic deposits to be triggered by either a:
 - o Low Balance
 - Check the **"WHEN BALANCE FALLS BELOW:"** button and enter the balance threshold that determines when a deposit should take place. (Ex: If you want an automatic deposit to happen when your balance gets below \$10.00, then enter \$10.00 in the **"WHEN BALANCE FALLS BELOW"** section). Please note that it can take a few hours for the deposit to take place once your balance falls below the threshold.
 - o Date
 - If Weekly, check the **"WEEKLY ON EVERY"** button and select the day of the week you'd like your deposits to occur.

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- If Monthly, check the **"MONTHLY ON EVERY"** button and select the day of the month you'd your deposits to occur.

- Select an **END DATE**, if applicable.
- Click **"SAVE"**

TO SET LOW BALANCE NOTIFICATIONS

- Login to your Atrium Connect Dining Student Portal (connecturi.atriumcampus.com) using your SSO credentials.
- Select **"PERSONALIZE"** from the lefthand menu.
- Click **"LOW BALANCE NOTIFICATIONS"**
- Select the **"RAM ACCOUNT MINIMUM"** Checkbox and enter the balance threshold that you would like to trigger a low balance notification (Example: If you want to be notified when your balance falls below \$10, select the **"RAM ACCOUNT MINIMUM"** check box and enter 10.00 in the textbox).
- Enter the email address(es) that you would like to receive these notifications.
- Click **"SAVE"**

TO GRANT GUEST ACCESS

Guest Access grants outside users access into your student portal where they can do things like make deposits, view balances, etc. Please note that if you would like your parent/guardian to make a deposit to your Ram account, you will need to grant them Guest Access. **To grant Guest Access for the first time follow the instructions below.**

- Login to your Atrium Connect Dining Student Portal (connecturi.atriumcampus.com) using your SSO credentials.
- Select **"PERSONALIZE"** from the lefthand menu.
- Click **"GRANT GUEST ACCESS"**
- Click **"ADD"**
- Enter the email address for the guest you would like to grant access.
- Review the list of features and their corresponding checkboxes. By default all features are selected, but you may uncheck any boxes you do not wish to grant access to (For example, if you want them to be able to be able to do everything except for view your statements, uncheck the **"VIEW STATEMENT"** checkbox).

- Click **"ADD"**

- Once you have added a guest, they will receive an email with their URL, username and unique password to access the site.
- You can add up to 10 users. If you'd like to add an additional user, follow the outlined steps above.

To Edit Guest Access once it has been added:

- Login to your Atrium Connect Dining Student Portal (connecturi.atriumcampus.com) using your SSO credentials.
- Select **"PERSONALIZE"** from the lefthand menu.
- Click **"GRANT GUEST ACCESS"**
- Find the guest user you'd like to modify
- Select **"EDIT"** if you'd like to edit what they have access to. Make the necessary changes, then click **"UPDATE."**
- Select **"DELETE"** if you would like to remove guest privileges for this user.

A Guest User Can Change their own Guest Password:

- Login to your students Atrium Connect Dining Student Portal using the URL and credentials emailed to you.
- Select **"PERSONALIZE"** from the lefthand menu.
- Click **"CHANGE GUEST PASSWORD"**
- Enter the New Password in both the New Password textbox as well as the Verify Password textbox.
- Click **"UPDATE"**

TO REQUEST MONEY FROM SOMEONE: *

- Login to your Atrium Connect Dining Student Portal (connecturi.atriumcampus.com) using your SSO credentials.
- Select **"PERSONALIZE"** from the lefthand menu.
- Click **"REQUEST MONEY"**
- Enter the email address of the person you'd like to request money from, as well as the amount. You can also add an optional message.
- Click **"SEND REQUEST"**

*In order for someone to be able to deposit funds into your account they must have guest access. Please follow the instructions to add them as a guest to your account if you'd like to receive those funds.



connecturi.atriumcampus.com

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